

**From:** [Ruiz, Adam](#)  
**To:** [Houston, Pamela](#); [Stevens, Jim](#); [Krueger, Roy](#)  
**Subject:** PPE Request  
**Date:** Wednesday, September 6, 2017 9:18:48 AM  
**Attachments:** [General PPE Request Form - 2016.pdf](#)

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Pam/Jim:

Here is the process for getting your steel toed boots. This e-mail is step 1.

1. The manager or Adam or Ken will send me an email with the request that will suffice for their approval
2. The individual will fill out the standard PPE request form and send it to Roy Krueger (scanned in an email is fine)
3. Roy will get the approval to make the purchase
4. Roy will send a copy of the list of approved vendors and boots (The \$150 maximum still applies)
5. The person goes to the store and gets the boots (note not all approved styles are in stock at the stores)
6. They provide Roy verification they got the boots (an email is fine) and they pay for anything above the \$150 limit

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## Personal Protective Equipment Request Form (PPE)

EPA employees may face the risk of exposure to a wide variety of hazards, including chemical, physical, and biological agents. Engineering controls, standard operating procedures, administrative controls, and material substitutions are considered the first line of defense in controlling work place hazards. Personal protective equipment (PPE) should be used only as a secondary exposure control strategy, where other controls are not feasible or fully sufficient. Unlike engineering controls that isolate or otherwise control a hazard, PPE isolates the worker, providing a physical barrier to the hazard.

Requesting Employee: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Division: \_\_\_\_\_ Branch: \_\_\_\_\_ Training Date: \_\_\_\_\_

Supervisor signature indicates the requested PPE is essential and necessary for the safe performance of this employee's duties.

Supervisor Signature: \_\_\_\_\_  
Supervisor phone number: \_\_\_\_\_ Date: \_\_\_\_\_

Health and Safety signature indicates the hazard requiring the PPE has been identified, the employee is trained in the proper use and maintenance of the requested PPE, and the completed PPE Form is part of the employee's Health & Safety file.

Health and Safety signature: \_\_\_\_\_ Date: \_\_\_\_\_

PPE REQUESTED	QUANTITY	COST	VENDOR

**Hard Hat** - suspended loads that could fall, overhead beams or loads that could be hit against, energized wires or equipment, elevated site work, sharp objects at head level

**Safety glasses/face shields** – chemical splashes, dust, smoke, fumes, welding, lasers/optical radiation, bioaerosols, projectiles

Prescription – a copy of the prescription must be attached and dated within the past 12 months. Replacements are allowed once every 24 months. Any additional cost above the current allowance is the responsibility of the employee.

Non-prescription – several styles are kept on hand

**Gloves** - chemicals, sharp edges, splinters, temperature extremes, biological agents, electrical wires, sharp tools, machine parts, material handling

**Safety boots or shoes** - heavy materials handled by employees, move gas cylinders, sharp edges or points, electrical wires, slippery conditions, wet conditions, construction/demolition. Safety boots are required for field work while safety shoes are allowed for laboratory or warehouse work.

Replacements are allowed every 24 months. Any additional cost above the current allowance is the responsibility of the employee. PLEASE PROVIDE SIZE AND WIDTH (Men or Women).

**Hearing Protection** - noisy equipment, construction sites, manufacturing sites

**Respirator** - air contaminants. Jobs that require respirators require respirator training, medical clearance and fit testing prior to purchasing.

**Return completed form to Roy Krueger, PLMG/SIIM/ISSS, X7296 . You will be notified once approval is received and will have 14 days to purchase the requested PPE.**